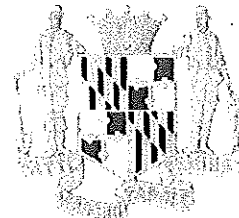


HEADQUARTERS, MARYLAND ARMY NATIONAL GUARD
FIFTH REGIMENT ARMORY
29th DIVISION STREET
BALTIMORE, MARYLAND 21201-2288



MDNG-AG-COS

17 December 2008

MEMORANDUM FOR See Distribution

SUBJECT: Maryland Army National Guard Active Guard Reserve (AGR), Active Duty Operational Support (ADOS) and Full Time National Guard Duty (FTNGD) Leave Policy Guidance

1. References:

- a. AR 600-8-10, Leaves and Passes, dtd 15 FEB 2006
- b. MDNG HRO Policy
- c. MDNG Leave and Pass Desk Reference

2. Effective immediately, this guidance serves to clarify the MDARNG leadership's intent for management of the AGR, ADOS and FTNGD leave program. This guidance clarifies authorities, responsibilities, and the definition of the local area.

3. The AGR leave program is a Commander's program. It is established in order to allow Soldiers an opportunity to take leave within the constraints of operational requirements. The entitlement to leave is a Soldier's right; however, unit commanders can deny leave due to military necessity or when in the best interests of the MDARNG.

4. Commanders can delegate approval authority, normally to their deputy or Full Time Manning Supervisor. The approval authority can deny ordinary leave if the time frame interferes with critical mission related requirements.

5. For this purpose the local area is defined as a radius of 250 statute miles from where a Soldier normally commutes to and from their duty station. If the Soldier will be traveling outside the 250 statute mile radius then the Soldier should be in an approved leave status. If the Soldier is traveling to a destination on a commercial plane or other air carrier (Space A Travel), the Soldier must have an approved DA Form 31 before departure.

6. Soldiers are encouraged to take leave for extended periods (7 or 14 days) depending on OPTEMPO. The use of leave for extended periods will make a positive contribution to morale, level of performance, and career motivation.

7. POC for this memorandum is the undersigned at 410-576-6090.

MARK A. TRACY
Colonel, AV, MDARNG
Chief of Staff

MDARRNG Leave/Pass Policy

- General
- Commander's Program
- Local Area
- Block Leave

General

- References
 - AR 600-8-10
 - HRO Leave and Pass Desk Reference
- Unit commanders are required to establish a program that encourages the use of leave for the maximum benefit of the member.
- Both management and members share responsibility in managing leave balances throughout the fiscal year.
- Scheduling leave prevents loss of leave at fiscal year-end balancing, retirement, or separation from active duty.
- **Having an annual leave program allows members an opportunity to take leave within the constraints of operational requirements.**

Commander's Program

- **The entitlement to leave is a right; however, unit commanders can deny leave due to military necessity or when in the best interests of the Army National Guard.**
- **Commander's can delegate approval authority, normally to their deputy or Full Time Manning Supervisor**
- **The Approval Authority can deny ordinary leave if the time frame interferes with critical mission related requirements**

Local Area

- To be defined in the leave policy
- Recommend a radius of 250 statute miles from where a Soldier normally commutes to and from their duty station.
- Additionally, a Soldier should be in an approved leave status if he/she is traveling to a destination on a commercial air plane or other air carrier (Space A Travel).

Local Area Continued

Leave Begins and Ends in the Local Area.

- The local area is the place where the member lives and from which he or she commutes to the duty station. Charge leave for duty days and non-duty days (for example, Friday through Monday) when members take leave on the day before and the day after non-duty days. This applies to leave taken in the local area.

- ***EXCEPTION:*** When a member's leave ends on a day before a non-duty day, the commander may authorize leave on the next duty day for an emergency situation and not charge leave for the non-duty days. If the member knew of the emergency situation before his or her departure on the original leave, charge the member leave for the weekend or other non-duty days.

Block Leave

- Strongly encourage soldiers to take leave in 7 or 14 day blocks.
- Soldiers are encouraged to take block leave when unit does not have scheduled duty or activities

Recommendations

- Develop and implement and ARNG Policy that compliments AR 600-8-10 and the HRO policy
- Define the local area as a 250 radius from the Soldiers HOR or commuting location
- Insure Commander's are aware that leave does not have to be approved if compelling reasons exist to disapprove the leave
- Encourage the use of leave for extended periods (7 or 14 days) depending on OPTEMPO
- Encourage Soldiers to plan ahead and request leave as far ahead as possible